

Procedures for the Control of Unit Hand Receipts From Multiple PBUSE Property Books

The U.S. Army has designated Property Book Unit Supply Enhanced (PBUSE) as the automated system of record for the management of property accountability. As fielding expands from organizational property to installation, and other types of property, individual units will be supported by multiple property book offices (PBOs) operating under PBUSE. Property book and unit level users will implement the following procedures for the control of unit hand receipts received from multiple property books.

Unit Level Control of Multiple PBUSE Hand Receipts

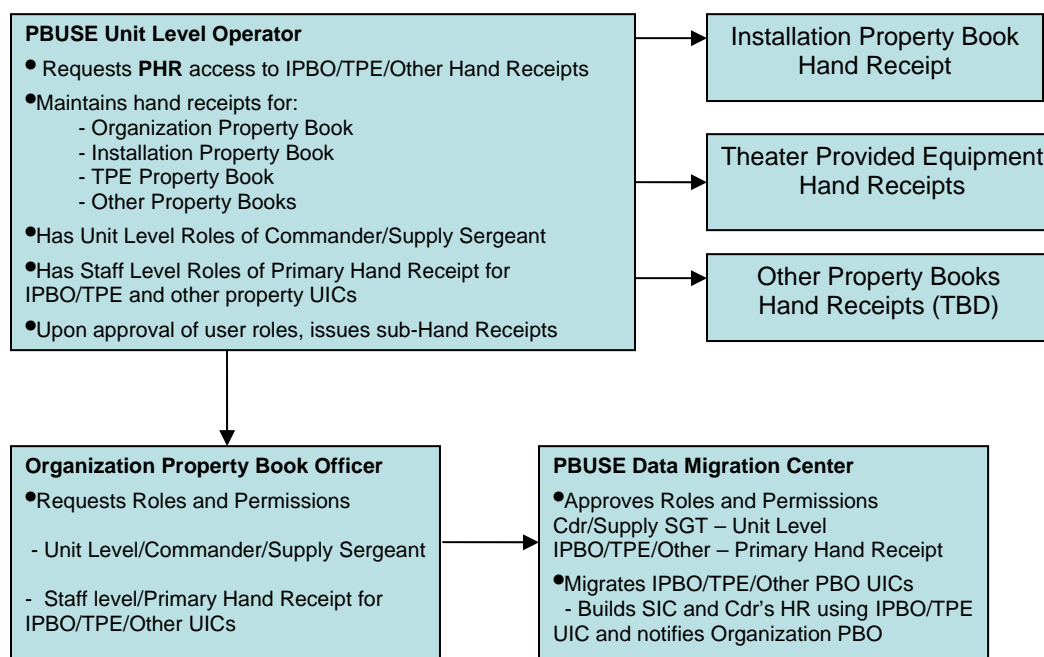


Figure 1. Unit Level Control of Multiple PBUSE Hand Receipts

1. Organizational property book officers (PBOs) operating PBUSE will ensure unit level operators have access to applicable unit level hand receipts received from other PBUSE property books. These property books may include the following:
 - a. Installation Property (IPBO)
 - b. Theater Provided Equipment (TPE)
 - c. Other property books upon PBUSE fielding
2. The criteria for access to multiple property book hand receipts in PBUSE is:
 - a. IPBO/TPE or Other PBUSE Property Book and Organizational UIC have been migrated to PBUSE at property book level.
 - b. Organizational UIC has been migrated to PBUSE at unit level.

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- c. Unit has PBUSE hardware designated for unit level.
 - d. Unit level operator has completed PBUSE unit level training.
3. The multiple hand receipt process begins when the Unit Supply Sergeant presents the IPBO/TPE or Other property hand receipt to the Organizational PBO and requests access into PBUSE for the appropriate UIC. The Organizational PBO will verify that the equipment has been issued to the unit from the IPBO/TPE or Other property book and that the unit operator requires Primary Hand Receipt roles/permission.
4. The Organizational PBO will follow these steps to ensure unit level operators have access to the unit level hand receipts from the IPBO/TPE or Other PBUSE property books:
- a. Send the Data Migration Center (DMC) a memorandum showing the UIC(s) and the operator(s) that require Staff and Unit level access and verify that the unit meets the migration criteria. Bulk requests are preferred if the capability exists.
 - b. Request PBUSE roles and permissions (Primary Hand Receipt) for unit level operator(s) for the required Unit Identification Code (UIC).
 - c. Submit a modification to the Unit Level operator's roles/permission to PBUSE Enterprise, for the Staff Level role of Primary Hand Receipt Holder, for the IPBO/TPE or Other PBUSE property book UIC and approve at the ISSO level.
5. The DMC will:
- a. If the UIC has not been migrated at the unit level, the DMC will migrate the UIC into PBUSE:
 - 1) Build the Support Indicator Code record for the IPBO/TPE or Other PBUSE property book UIC.
 - 2) Build the Commander's (CDR) hand receipt record.
 - b. Approve the PBUSE roles/permission record for the unit operator.
 - c. Notify the Organizational PBO by Enterprise remarks that the unit level operator(s) have access to PBUSE for the requested UIC(s) and the property has been migrated.
6. Once the Unit Operator has access to PBUSE, the Unit Operator will add Sub-hand Receipt (SHR) records and reassign the property items of the IPBO/TPE or Other PBO from the CDR's hand receipt to the designated sub-hand receipt holder. The Unit Operator maintains the property records of the PBUSE unit level property records.

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7. Return/Transfer of IPBO/TPE/Other PBO property:

a. The Organizational PBO will:

1) Acknowledge return/transfer requirements; notify Unit Operator to prepare the property and/or PBUSE records for return/transfer to the IPBO/TPE or Other PBO.

2) Confirm that all property for the UIC has been accounted for.

3) Modify the unit operator's PBUSE access to remove the IPBO/TPE or Other UIC(s), when the unit operator has returned/transferred all property.

b. The Unit Operator will:

1) Prepare the property and PBUSE records for return/transfer to the IPBO/TPE/Other PBO.

2) Reassign all property items in PBUSE from SHR holders to the CDR SHR for the IPBO/TPE or Other UIC(s).

3) Delete all SHR holders for the IPBO/TPE or Other UIC(s) except the CDR SHR.

4) Complete the return/transfer of all applicable IPBO/TPE or Other property and notify the Organizational PBO.

c. The IPBO/TPE/Other PBO will confirm that all property for the UIC has been returned and that the Unit Commander is released from accountability.

d. The Data Migration Center will approve the request for modification of the unit operator's access to the IPBO/TPE or Other UIC at the Enterprise level and notify the Organizational PBO by Enterprise remarks.

8. Change of unit supply sergeant/PBUSE operator: When the unit needs to replace the unit Supply Sergeant/PBUSE operator, but the unit's hand receipt will not change, the following will apply:

a. The Organizational PBO will:

1) Coordinate with the IPBO/TPE or Other PBO and the DMC to make unit supply sergeant /PBUSE operator personnel change.

2) Submit a modification to the Unit Level operator's roles/permission to PBUSE Enterprise, for the Staff Level role of Primary Hand Receipt Holder, for the IPBO/TPE or Other PBUSE property book UIC.

3) Approve the roles/permission record at the ISSO level for both the incoming/outgoing Unit Supply Sergeant/PBUSE Operator.

b. The DMC will approve the PBUSE roles/permission record for the unit operator and notify the Organizational PBO by Enterprise remarks.

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Tasks for Supporting Unit-level Hand Receipts from Multiple PBUSE Property Books

PBO, Unit Operator and DMC Actions	DMC	ORG PBO	Other PBO *	Unit Operator
Unit Operator <ul style="list-style-type: none"> Submit request to Organizational PBO (Org PBO) for PBUSE roles/permission as Primary Hand Receipt Holder for the UIC from the IPBO/TPE/Other Property Book 				X
Organizational PBO and IPBO/TPE/Other PBO <ul style="list-style-type: none"> Coordinate requirement for issue of property (IPBO/TPE/Other) to the Organization Unit by separate UIC 		X	X	
Organizational PBO (as the PBUSE PBO/ISSO) <ul style="list-style-type: none"> Request unit level migration of UIC into PBUSE if unit-level UIC (IPBO/TPE/Other) has not been migrated Send memorandum to Data Migration Center <ul style="list-style-type: none"> Identify users requiring access Verify unit meets migration criteria Request unit operator PBUSE Roles/Permission Access for IPBO/TPE or Other UIC Approve the request at the ISSO review level 		X X X X		
DMC <ul style="list-style-type: none"> Migrate UIC (IPBO/TPE/Other) into PBUSE at unit-level (If required) Build Support Indicator Code record for the IPBO/TPE or Other Property Book UIC Build Commander (CDR) hand receipt record Approve unit operator PBUSE roles/permission at Enterprise level <ul style="list-style-type: none"> Staff level: Primary Hand Receipt Holder for IPBO/TPE or Other UIC Notify Organizational PBO by Enterprise remarks 	X X X X X			
Unit operator <ul style="list-style-type: none"> Build PBUSE hand receipt records for IPBO/TPE/Other property Add Sub-hand Receipt Holder (SHR) records if required Reassign property from CDR to SHR holders Maintain PBUSE data for the UIC records 				X X X X

Figure 2. Tasks for Supporting Unit-level Hand Receipts from Multiple PBUSE Property Books

* Other PBO (Installation/TPE/Other Property Book Officer)

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PBO, Unit Operator and DMC Actions	DMC	ORG PBO	Other PBO *	Unit Operator
Return/Transfer of IPBO/TPE/Other PBO property: Organizational PBO <ul style="list-style-type: none"> Acknowledge return/transfer requirements; notify Unit Operator to prepare the property and PBUSE records for return/transfer to the IPBO/TPE/Other PBO Confirm that all property for the UIC has been accounted for Modify the unit operator's PBUSE access to remove the IPBO/TPE or Other UIC, when the unit operator has returned/transferred all property Unit Operator <ul style="list-style-type: none"> Prepare the property and PBUSE records for return/transfer to the IPBO/TPE/Other PBO Reassign all property items in PBUSE from SHR holders to the CDR SHR for the IPBO/TPE or Other UIC(s) Delete all SHR holders for the IPBO/TPE or other UIC(s) except the CDR SHR Complete the return/transfer of all applicable IPBO/TPE or Other property and notify the Organizational PBO IPBO/TPE/Other PBO <ul style="list-style-type: none"> Confirm that all property for the UIC has been returned and that the Unit Commander is released from accountability DMC <ul style="list-style-type: none"> Approve the request for modification of the unit operator's access to the IPBO/TPE or Other UIC at Enterprise level and notify the Organizational PBO 		X X X		
Change of unit supply sergeant/PBUSE operator: Organizational PBO: <ul style="list-style-type: none"> Coordinate with the IPBO/TPE/ or Other PBO and the DMC to make unit supply sergeant/PBUSE operator personnel changes Submit a modification to the Unit Level operator's role/permission to PBUSE Enterprise, for the Staff Level role of Primary Hand Receipt Holder, for the IPBO/TPE or Other PBUSE property book UIC Approve the roles/permission record at the ISSO level for both the incoming/outgoing Unit Supply Sergeant/PBUSE Operator DMC: <ul style="list-style-type: none"> Approve the PBUSE roles/permission record for the unit operator and notify the Organizational PBO 		X X X		
	X			

Figure 3. Tasks for Supporting Unit-level Hand Receipts from Multiple PBUSE Property Books

* Other PBO (Installation/TPE/Other Property Book Officer)

Global Combat Service Support/Army/Tactical (GCSS-A/AT)

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DEPARTMENT OF THE ARMY
PEC-LTC
Camp Base, ST
USA 09354

LOGONID REQUEST ACCESS FORM

1. Request that the following PEC-LTC individuals be granted Roles and Permissions for Primary Hand Receipt Holder for the following UIC:

FIRST NAME	LAST NAME	AKO User Name	UIC	SEQ ID
Carlos	McGhee	Carlos.McGhee	W8RT23	12345
Philip	Bouche	Philip.Bouche	W3FG78	67890
Benny	Kravitz	Benny.Kravitz	W0YUIK	#####

2. I will ensure that personnel listed above will comply with the security policies and procedures as directed by GCSS-A/T directives and policies. Personnel that violate any of the security policies or procedures, or unauthorized use of the Government resources may result in termination of user privileges on the GCSS-A/T system.

3. POC for my office is CW2 Tom Thumb PBO PEC-LTC at DSN 555-555-1000 or Com 555-555-1000.

////////Original Signed////////
Gail Force Winds
CW4, PBO
PEC-LTC

Global Combat Service Support/Army/Tactical (GCSS-A/AT)